



County of San Bernardino

F A S

**STANDARD CONTRACT**

**FOR COUNTY USE ONLY**

<input type="checkbox"/> New		Vendor Code		Dept.		Contract Number	
<input checked="" type="checkbox"/> Change				SC		A	
<input type="checkbox"/> Cancel						03-1133 A-1	
County Department				Dept.		Orgn.	
Human Services System						Contractor's License No.	
County Department Contract Representative				Telephone		Total Contract Amount	
Jeri Quick				388-0255		\$26.48/hour	
Contract Type							
<input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input checked="" type="checkbox"/> Other:							
If not encumbered or revenue contract type, provide reason: <u>Employment Contract</u>							
Commodity Code			Contract Start Date		Contract End Date		Original Amount
			11/15/03				\$24.48/hour
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.		Amount
RRC	903	903	100	1010	90398242		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.		Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.		Amount
Project Name				Estimated Payment Total by Fiscal Year			
Children and Families				FY	Amount	I/D	FY
Commission							Amount
Program Analyst							I/D

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino hereinafter called the County, the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Name

Katherine Elaine Ruiz

hereinafter called Contractor

Address

address on file

Telephone

Federal ID No. or Social Security No.

**Amendment No. 1**

Effective November 27, 2004, it is hereby agreed to amend Contract #01-615 between the County, the Commission, and the Contractor as follows:

**I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

**Section I to read as amended:**

Contractor shall work cooperatively with the Commission staff under the general direction of the Executive Director and in accordance with the strategic plan, to enhance the viability and effectiveness of services aimed at promoting, supporting and improving the early development of children from the prenatal stage to five years of age.

Duties and responsibilities may include, but are not limited to, the following:

- A. Plans, coordinates, and completes research and analytical activities directly supporting the program's purpose and mission, in accordance with the strategic plan and Commission guidance.
- B. Exercises sound judgment in problem solving and decision making; provides recommendations for program improvements and enhancements.
- C. Performs activities associated with one or more of the following areas of responsibility:
  - 1. Research and Planning – Coordinates the development and implementation of strategic and supporting plans for program services; reviews program related actions occurring on state and local levels; analyzes and interprets applicable legislation and regulations, and determines impact; conducts, usually as member of staff team, procurements, contract/agreement negotiations, and performance reviews as assigned.
  - 2. Evaluation – Plans, coordinates, and conducts activities relating to evaluation of program effectiveness and impact; manages internal and external resources performing evaluation functions; provides technical assistance on evaluation issues; conducts, usually as member of staff team, procurements, contract/agreement negotiations, and performance reviews as assigned.
  - 3. Contract Administration – either independently or as member of staff team, conducts procurements, contract/agreement negotiations and preparations, and administrative performance and compliance reviews; verifies and reports on adherence to internal and mandated policies and procedures relating to contracted service agencies and program performance; monitors and reports on the timely completion of contract and program requirements.
- D. Analyzes program, participant, and other information; prepares reports, briefings, summaries, documents, agenda items, and correspondence in a complete, concise, and accurate manner; presents reports and briefings in both written and verbal manner.
- E. Prepares and maintains records, files, and data, both electronically and non-electronically.
- F. Provides program related status and other informative reports to management and appropriate staff and agencies in a timely and accurate manner.
- G. Analyzes and is familiar with program related policies, resources and legislation which impact the various programs funded and supported by the Commission to determine impact; analyzes Commission operations and procedures within an assigned area and provides analysis as necessary.
- H. Reviews, composes, organizes, and recommends revisions to policies, guidelines, and procedures; plans and coordinates the development and implementation of new and revised programs, contracts, and interagency agreements with staff, partner organizations, and community agencies.
- I. Acts as a technical expert or resource person to staff, Commission committees, workgroups, recipient organizations, community groups, and other interested individuals regarding area of assignment.

- J. Composes selected correspondence, reports, and directives for use by the Executive Director and designated staff members in public hearings and various meetings.
- K. Corresponds with and acts as a liaison with various organizations; provides assistance and support to Commission Advisory Committee and other workgroups in matters regarding area of assignment; may serve as a Commission staff representative on various committees.
- L. Represents agency at various governmental and community meetings; provides presentations, on an individual or group basis for informational and/or coordination purposes, on program, goals and services, primarily on matters regarding area of assignment.
- M. Travels throughout the County and State as required; will be required to make provision for transportation; must maintain a valid California driver's license and proof of automobile liability insurance for self or the individual providing the transportation.
- N. Organizes, coordinates, and completes assigned special projects.
- O. Provides assistance and temporary support as required.
- P. Performs other duties as assigned.

#### **IV. COMPENSATION OF CONTRACTOR**

##### **Paragraph D to read as amended:**

- D. Contractor's standard work week will be 40 hours. Contractor shall not work more than 40 hours per week without prior approval from the Executive Director, or his/her designee. Contractor will be compensated at the rate of one and one half times the regular hourly rate for all hours worked in excess of 40 hours per week.

##### **Section VI is added to read:**

#### **VI. REIMBURSEMENT AND INDEMNIFICATION**

- A. The Commission agrees to reimburse the County for total compensation costs of the employee.
- B. The Commission shall indemnify, defend, and hold harmless the County, its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of the County's provision of the contracted personnel to the Commission.

All other terms and conditions of this contract remain in effect.

CHILDREN AND FAMILIES COMMISSION

By: \_\_\_\_\_  
Bill Postmus, Chair, Children and Families Commission

Dated: \_\_\_\_\_

COUNTY OF SAN BERNARDINO

\_\_\_\_\_  
Dennis Hansberger, Chairman, Board of Supervisors

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
(Contractor Signature – sign in blue ink)

Name: \_\_\_\_\_  
Katherine Elaine Ruiz  
(Print or type name of person signing contract)

Title: \_\_\_\_\_  
Program Analyst

Dated: \_\_\_\_\_

SIGNED AND CERTIFIED THAT A COPY OF  
THIS DOCUMENT HAS BEEN DELIVERED TO  
THE CHAIRMAN OF THE BOARD  
Clerk of the Board of Supervisors of the County of San Bernardino

By: \_\_\_\_\_  
Deputy

Address: \_\_\_\_\_  
Address on file

Approved as to Legal Form	Reviewed by Contract Compliance	Presented to BOS for Signature
► Ruth Stringer, County Counsel	► Lori Ciabattini, HSS Contract Administration	► Carol L. Anselmi, Assistant County Administrator
Date _____	Date _____	Date _____

Auditor/Controller-Recorder Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By